

CLACKAMAS COUNTY MONTHLY TRANSIT PASS AND TICKETS PAYROLL DEDUCTION CHANGE/CANCELLATION FORM

If you wish to make changes to your monthly transit pass or book(s) of tickets payroll deduction, please complete the form below and return it to DES by the deadline on the chart. **We need updates 6 weeks ahead of the month you no longer want a pass or tickets.** This allows for payroll processing time and Tri-Met billing dates.

Please change the mailing address for my transit pass or book(s) of tickets.

This address change is effective for the month of _____.

<i>Date</i> _____	
<i>Print Name</i> _____	
<i>Signature</i> _____	<i>Employee #</i> _____
<i>New Mailing Address</i> _____	
<i>City</i> _____	<i>State</i> _____ <i>Zip</i> _____
<i>Department</i> _____	<i>Work Phone</i> _____

Please cancel my transit pass/tickets payroll deduction.

The last pass or book(s) of tickets I want to receive is for the month of _____.

I request that Payroll cancel my payroll deduction for the all-zone Tri-Met transit pass or book(s) of tickets.	
<i>Date</i> _____	
<i>Print Name</i> _____	
<i>Signature</i> _____	<i>Employee #</i> _____
<i>Department</i> _____	<i>Work Phone</i> _____

Deadline for cancellation	Change will affect this transit pass/tickets
2 nd Thursday of the month	Pass/tickets cancelled the first day of not the next month, but the month after. It takes this long because of payroll cycles and Tri-Met pass sending cycles.
Example: June 12, 2014	August 1, 2014

**Return form to DES – Risk & Benefits
Questions? Contact Jason Morrill, Benefits Analyst, 503-742-5472**